



**TOWN OF HANOVER
POLICE DEPARTMENT**

129 ROCKLAND STREET
HANOVER, MASSACHUSETTS 02339
781-826-2335 781-826-7993(FAX)

**EMERGENCY
COMMUNICATIONS
CENTER**

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Depts. and the Town's Website

FROM: Kevin R. Short
Dispatch Supervisor

DATE: May 8, 2015

**NOTICE OF VACANCY
SUBSTITUTE DISPATCHER
EMERGENCY COMMUNICATIONS CENTER**

The Town of Hanover is seeking a Substitute Dispatcher to fill in extra shifts i.e. vacations, sickness, holidays, emergencies, etc. in the Emergency Communications Center.

Minimum Requirements:

1. Familiarity with the geography of Hanover
 - streets, major landmarks and buildings, relationship to adjacent towns
2. High School diploma or equivalent
3. Ability to handle and protect sensitive information
4. Good communication skills
5. Computer and typing skills
6. Ability to work quickly and systematically with single or multiple incidents
7. Ability to interact well with people
8. No criminal convictions

This position is covered under the Hanover Municipal Employees League, Class A/B. Starting rate of pay is \$15.12 per hour during the training period. Substitute Dispatcher minimum hourly rate is \$16.48/ maximum hourly rate \$19.73. This position has no benefits as specified in the HMEL Agreement.

Meal differential: \$ 2.00/shift

Shift differential: \$10.00/shift 1600 to 0800 weeknights as well as all weekend shifts

An application and job description may be obtained by applying in person at the Emergency Communications Center, Hanover Police Station, 129 Rockland Street, Hanover, MA. The deadline for submission relative to this posting is May 18, 2015 at 4:00 p.m. (Posted 5-8-15)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.
